

**Russell Industrial Center**  
**1600 Clay**  
**Detroit, MI 48211**  
**(313) 872-4000**

Welcome to the Russell Industrial Center, located at the hub of the expressway. We are happy that you have chosen our location as your new place of business. Our office is open Monday through Friday from 9:00 a.m. to 5:30 p.m.

**Leasing Information**

- **Leasing Terms:** Month to Month
- **Security Deposit:** Once you have decided upon a particular site, submit your application with the Security Deposit (equal to two months rent) in the form of Money Order, Cashiers Check or Certified Check

You have five (5) business days to cancel the agreement in order to receive a full refund of your security deposit.

Security Deposit is not to be used as a rental payment. Upon vacating the premises, a walk through will be performed to authorize a release of Security Deposit funds. Security Deposits are returned within thirty (30) days of vacating the said premises. Damage to premises, balance on lease accounts and utilities left unpaid will be deducted from security deposits. To protect your Security Deposit, a written thirty day notice must be submitted to our business office. Failure to do so will forfeit the security deposit return.

- **First Months Rent:** First months rent is due on or before your move in date. The lease will be signed and keys will be released at that time.

Regardless of your move in date a full first months rent shall be paid and the next months rent shall be prorated according to the date of move in. **Rent is due on the first day of each month, upon receipt of your invoice.** If rent is not received by the seventh (7) day of any month, a 10% late fee will be assessed to your account and payable with that month's rent.

- **Non Sufficient Funds (NSF) or Stop Payment of Checks:** Returned checks from a bank NSF or STOP PAYMENT will be assessed a \$25.00 fee, and funds to cover that check will be expected immediately.

I have read and understand the terms of the above procedures.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application

Use of Occupancy: \_\_\_\_\_

\_\_\_\_\_

How soon will you need the space? \_\_\_\_\_

Name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Social Security # / FEIN # \_\_\_\_\_

Drivers License: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Contact Information:

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In case of an emergency, please contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Is this a new location for you? \_\_\_\_\_

How did you locate us? \_\_\_\_\_

**For office personel use only:**

Property Address: \_\_\_\_\_ Building: \_\_\_\_\_ Floor: \_\_\_\_\_

Description of Space: \_\_\_\_\_

\_\_\_\_\_

# Russell Industrial Center

1600 Clay St.  
Detroit, MI 48211  
Phone: (313) 872-4000 Fax: (313) 872-8072

## CREDIT APPLICATION

We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, sex, national origin, religion, disability, or familial status (having children under the age of 18).

We are requesting:

- Criminal Background Check       Credit Check  
 Landlord Tenant Cases       Income Verification

**Please fill in the required information, read all terms carefully and sign below:**

Building Name: Russell Industrial Center

Applicants Name: \_\_\_\_\_

Soc. Sec. No.: \_\_\_\_\_ DOB: \_\_\_\_\_

Present Address: \_\_\_\_\_

Street City State Zip

Previous Address: \_\_\_\_\_

Street City State Zip

I hereby authorize Landlord (as listed above) to obtain information it deems desirable in the processing of my application, including; credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information: and release Landlord, its employees and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. I agree to pay a nonrefundable application fee retained by the Landlord as the agreed compensation for credit investigation, processing and verification of the application, other expenses and/or loss of rent, and the Landlord shall have no further obligation to applicant. In no event is the application fee refundable to the applicant. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which the Landlord or his agent may reject.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_